



# Manuscript Submission Guidelines

*The Professional Counselor* (TPC) is the official, peer-reviewed, open-access, electronic journal of the National Board for Certified Counselors, Inc. and Affiliates (NBCC), dedicated to publishing original, peer-reviewed, and innovative research and commentary on empirical and theoretical topics in professional counseling and related disciplines.

---

## Manuscript Submission Requirements

A complete manuscript submission consists of two fully executed items: (1) the manuscript and (2) the Manuscript Submission Form. A cover letter is not required for submission. A manuscript submission is considered complete and eligible for editorial review for publication in *TPC* only if all the requirements described below are satisfied.

### 1. Manuscript

**Manuscript Formatting:** Prepare manuscripts according to the seventh edition of the *Publication Manual of the American Psychological Association*. Follow the APA manual's instructions for structure, content, and writing style. Other basic requirements for *TPC* manuscripts include:

- The entire manuscript must be double-spaced and in 12-point Times New Roman font.
- The manuscript must not exceed 31 pages, including tables, figures, and references. Longer manuscripts may be considered but must first be authorized by the editor prior to submission.
- The manuscript must include a title page and a second page containing the abstract and keywords. More guidance on these items appears below.
- All images (figures, tables, etc.) should fit within a vertical (portrait) page in the manuscript; do not use images requiring a horizontal (landscape) page.

**Title Page:** Page 1 of the manuscript submission should include only the title of the manuscript. No names, addresses, or other identifying information should appear on the title page or elsewhere in the manuscript. The title should concisely summarize the main idea of the manuscript in as few words as possible.

**Abstract and Keywords:** Page 2 should include the abstract and keywords. Follow the APA publication manual's guidelines for completing an abstract, a comprehensive summary of the article. Keep the abstract length between 100 and 150 words. Below the abstract, list five keywords. These keywords should be embedded in the abstract and be as specific to the manuscript as possible.

**References:** Follow the APA publication manual's guidelines for citations and references. Verify that all references appearing in the text are also listed in the reference section of your paper, and conversely remove any references that were not cited or included in the text. References must include a digital object identifier (DOI) when available. With the exception of seminal texts, cited references should be recent to indicate a relevant literature review.

**File Format:** Submit the manuscript as an email attachment in Microsoft Word .doc or .docx format. All applicable images (figures, tables, etc.) should be contained within the manuscript document and should not be sent as separate attachments.

## 2. Manuscript Submission Form

Author(s) must submit a completed Manuscript Submission Form, which includes the contact author's name, all professional and academic credentials, position and place of employment, and contact information (i.e., physical business correspondence address, email address, and telephone number), as well as each additional author's name, credentials, affiliation, and email address.

Submission of the Manuscript Submission Form indicates an intention to have the manuscript published in *TPC* and serves as an agreement that the manuscript will not be submitted elsewhere while under *TPC* review. The form is not complete unless the contact author initials each item on the second page and signs their name at the bottom.

The Manuscript Submission Form is a PDF file that should be downloaded and opened only in Adobe Acrobat for completion. If opened correctly, the entire form including initials and signature can be filled out electronically and should not require printing, completion by hand, or scanning.

The Manuscript Submission Form can be found at [tpcjournal.nbcc.org/submission](http://tpcjournal.nbcc.org/submission).

## Electronic Submission

Authors must submit manuscript submissions electronically to *TPC* at [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org). Following submission of a manuscript, the contact author will receive a "Manuscript Submission Received" email at the address they provided. This email will include a manuscript number for future reference. If the manuscript submission is not complete, *TPC* will provide instructions on how to complete it. Manuscripts may be returned to the contact author without reaching the peer review stage for various reasons, including: (1) the manuscript submission continues to be incomplete, (2) the subject matter of the manuscript is inconsistent with *TPC*'s objectives and audience, or (3) the writing style of the manuscript is deemed unacceptable. **Note:** *If a confirmation email has not been received within 5 business days (excluding holidays), it is the responsibility of the author(s) to follow up with the editorial staff.*

## General Timeline of Manuscript Review and Publication Process

### Step 1: Electronic Review Process

All manuscripts undergo an initial review for suitability for *TPC* as well as an electronic plagiarism check. Two members of the *TPC* Editorial Review Board then perform a fully blinded peer review on each manuscript using Microsoft Word's track changes feature to insert edits and comments into the text. Reviewers also fill out a Manuscript Review Form with feedback and a decision recommendation. The *TPC* editorial staff makes every attempt possible to use reviewers with expertise matching the manuscript topics indicated by the author(s) on the Manuscript Submission Form. All peer review materials are then sent to the *TPC* editor, who performs their own blind review and then considers the peer review materials when making the final publication decision on the manuscript.

### Step 2: Manuscript Disposition

Upon completion of the review process—for most manuscripts, within 60 days of authors getting the submission receipt email—authors will receive an email concerning *TPC*'s determination regarding the manuscript from the following options: Accepted for publication; Under consideration with revisions required; or Rejected because of one of three reasons (Manuscript requires major revision before further consideration; Manuscript is unlikely to reach *TPC* standards after revision; or Manuscript content is not suitable for *TPC*). The author(s) will receive all peer review materials and the Editor Disposition Form, which contains the editor's decision, comments, recommended edits, and information on revision and resubmission, if applicable.

For more information, please email [tpcjournal@nbcc.org](mailto:tpcjournal@nbcc.org).